

California Energy Commission



CLASSIFICATION: Energy Commission Supervisor II (TED)

TENURE: Permanent

TIME BASE: Full-time

SALARY: \$5,312 - \$6,409
(Salary will be adjusted accordingly to comply with furlough program.)

LOCATION: Energy Systems Research Office
Energy Research and Development Division

FINAL FILING DATE: April 20, 2009

DUTIES/RESPONSIBILITIES: Under the general direction of the Office Manager II of the Energy Systems Research Office, the incumbent will supervise the cross-cutting team supporting the Public Interest Research (PIER) program. The cross-cutting team is responsible for supporting the PIER program in several areas including technology transfer, reporting, database management, contract development, and other cross-cutting functions. The goal of the PIER program is to conduct research, development and demonstration (RD&D) to advance electricity-related science and technologies not adequately provided by the regulated and competitive markets. The incumbent is knowledgeable in advanced energy technologies and/or competitive energy markets; supervises and provides leadership to interdisciplinary staff which performs responsible, complex and difficult technology, economic and/or market analyses to support public interest energy RD&D; participates in PIER program planning and implementation; and consults with experts in the field.

- Plan and direct the work of staff; prepares, reviews and approves probation reports and annual performance appraisals; communicates with staff through routine meetings; interviews and hires staff; reviews and approves promotion and other significant personnel actions; prepares and reports on budgets and work plans implements mechanisms to meet work plan objectives and maintain quality control of program products; and prepares reports and meets with the Office Manager as often as necessary to review the status of the section and resolve issues, and makes recommendations to the Office Manager, division management, Executive Office and Commission Policy Committees.
- Oversee efficient and effective contract development processes and database management for PIER
- Develop innovative technology transfer and reporting strategies to broadly disseminate PIER research results in consultation with the Office Manager II, Division management, and program level leads. Strategies may include technology briefs, reports, brochures, electronic information transfer, and other options.

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- Make presentations at workshops and conferences and provide expert testimony at hearings sponsored by the Commission, Public Utilities Commission and other agencies.

DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant should have:

- Excellent interpersonal skills. The successful applicant is expected to work within a larger team environment.
- Ability to communicate complicated information in a simple, consumer-friendly manner.
- Ability to coordinate interdisciplinary projects.

WHO MAY APPLY: All interested eligible persons are encouraged to apply. Applicants must have either transfer, list, reinstatement, or SROA/Surplus eligibility. Please indicate your eligibility for this classification on the state application form, STD. 678. **Applications will be screened for experience and only the most qualified will be contacted for an interview.**

INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO:

Reta Ortiz RPA#540-686
Energy Efficiency Research Office
1516 Ninth Street, M.S. #49
Sacramento, CA 95814
(916) 651-9575

California Relay (Telephone) Service
for the Deaf or Hearing-Impaired
From hTDD Phones: 1-800-735-2929
From Voice Phones: 1-800-735-2922

